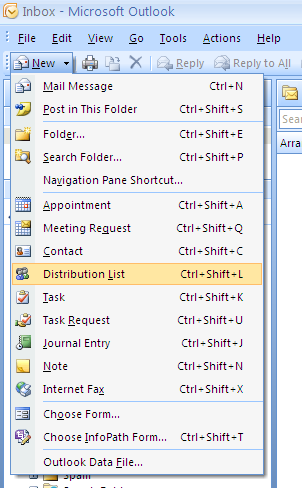
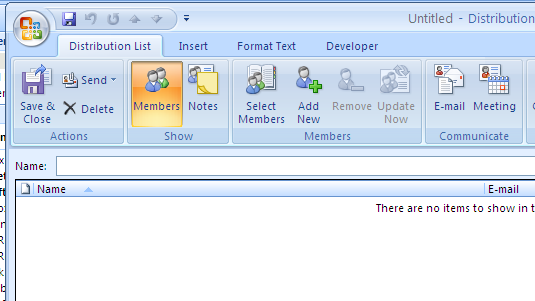
Creating Distribution Lists in Outlook

A Distribution List is simply a group of email addresses to which you assign a name so that you can send messages easily to the entire group by entering that name in the “To” area. Distribution Lists, once created, reside in your Contacts.

Open Outlook.

Choose New > Distribution List.

Select Members, if you are using KATY ISD addresses, Add New if you are using addresses outside of the district.

Give the list a Name.

Click Save & Close.

This Distribution List is now in your Contacts.